



GMG MANAGEMENT CONSULTING, INC.

Welcome to GMG Management Consulting Inc,

GMG Management Consulting Inc, (GMG) is an award-winning small woman owned Professional Solutions firm that provides its clients with value-added mission Consulting Services and Solutions including; Accounting, Financial Management, Cash Management, Travel, A-123 Internal Controls, Grants Management, Debt Collection, Healthcare Administration, Information Technology, Auditing and Training with varying degrees of complexity Nation-wide and Internationally. We differentiate ourselves by offering customized business solutions on all engagements and we strongly believe in the value of building long-term partnerships with our clients.

We offer an exceptional range of diverse talents delivering quality solutions and productivity through technological leverage. Our staff is experienced and knowledgeable of Federal Regulations essential to ensuring financial stewardship and accountability. Cumulatively our experiences gained on engagements are invaluable to our clients and their satisfaction is paramount to us. Our team of dedicated subject matter experts has an average of 20 years of experience partnering with the Federal Government and Commercial clients.

Because of our dedication and best practices solutions we were nominated by the Transportation Security Administration (TSA) and received, the Department of Homeland Security (DHS) CFO Act Award for the management of our Travel and Transportation Program. This prestigious award is for Superior Mission Achievement, for program excellence, exceptional service and significant contributions to the DHS financial management community. GMG is recognized as the model for saving taxpayer dollars, improving financial management, and increasing fiscal accountability in support of DHS mission, goals, and objectives.

Our value demonstrated through Past Performance includes the following clients.

- Department of Justice, (multiple contracts)
- Department of Health and Human Services, NIDA
- U.S. Agency for International Development
- Department of State
- Department of Veterans Affairs,
- Department of Homeland Security, TSA, Coast Guard
- Department of Army
- Defense Health Agency
- Department of Interior
- Department of Treasury
- Pension Benefit Guaranty Corporation
- Commodity Futures Trading Commission
- Department of Health and Human Services, PSC
- Department of Air Force
- National Institutes of Health
- Maryland National Guard
- Department of Agriculture
- Department of Navy

GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: **<http://www.GSAAdvantage.gov>**.

Schedule for - Consolidated

Industrial Group: 00CORP Class:

Contract Number: GS-00F-117CA

For more information on ordering from Federal Supply Schedules
click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: - April 27, 2015- April 26, 2020

Contractor: GMG Management Consulting Inc.
6030 Marshalee Dr
Elkridge, MD 21075 5987

Business Size: Small Business

In accordance with 13 C.F.R. 121.404, the Contractor is ineligible to participate in any RFQ that is set aside for small business where the subject contract's awarded size status for the preponderance NAICS designated in the RFQ is "other than small".

Telephone: (410) 461-6539
Extension:
FAX Number: (301) 560-8000
Web Site: www.gmg-mgt.com
E-mail: ggriffith@gmg-mgt.com
Contract Administration: Georgia Griffith

CUSTOMER INFORMATION:

1a. Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:

SIN	Recovery	SIN Description
520-10	520-10RC	Transportation Audits
520-11	520-11RC	Accounting
520-12	520-12RC	Budgeting
520-13	520-13RC	Complementary Financial Management Services
520-14	520-14RC	Audit & Financial Training Services Training Services
520-15	520-15RC	Outsourcing Recurring Commercial Activities for Financial Management Services
520-17	520-17RC	Risk Assessment and Mitigation Services
520-21	520-21RC	Program Management Services
520-22	520-22RC	Grants Management Support Services

520-8	520-8RC	Complementary Audit Services
520-9	520-9RC	Recovery Audits
874-1	874-1RC	Integrated Consulting Services
874-7	874-7RC	Integrated Business Program Support Services

- 1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. SEE BELOW**
- 2. Maximum Order:** \$1,000,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery Area):** Domestic and Overseas
- 5. Point(s) of production (city, county, and state or foreign country):** Same as company address
- 6. Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
- 7. Quantity discounts:** None Offered
- 8. Prompt payment terms:** Net 30 days
- 9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will accept over \$2,500
- 10. Foreign items (list items by country of origin):** None
- 11a. Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. Expedited Delivery. The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery:** Contact Contractor
- 11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery:** Contact Contractor
- 11d. Urgent Requirements. The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery:** Contact Contractor

12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).
14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:** www.Section508.gov/.
25. **Data Universal Numbering System (DUNS) number:** 141709696
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
27. **Final Pricing:** The rates shown below include the Industrial Funding Fee (IFF) of 0.75%.

Item	SIN	Awarded Labor Category	Site	4/27/2015 to 4/26/2016 Year 1	4/27/2016 to 4/26/2017 Year 2	4/27/2017 to 4/26/2018 Year 3	4/27/2018 to 4/26/2019 Year 4	4/27/2019 to 4/26/2020 Year 5
1	520-8, 520-9, 520-11, 520-12, 520-13, 520-14, 520-21, 520-22	Administrative Support	Both	\$36.72	\$37.45	\$38.20	\$38.97	\$39.75

Item	SIN	Awarded Labor Category	Site	4/27/2015 to 4/26/2016 Year 1	4/27/2016 to 4/26/2017 Year 2	4/27/2017 to 4/26/2018 Year 3	4/27/2018 to 4/26/2019 Year 4	4/27/2019 to 4/26/2020 Year 5
2	520-17	Administrative Support	Both	\$37.00	\$37.74	\$38.49	\$39.26	\$40.05
3	520-15	Auditing Records, per chart	Both	\$13.09	\$13.35	\$13.62	\$13.89	\$14.17
4	520-8, 520-9, 520-11, 520-12, 520-13, 520-14, 520-21, 520-22	Auditor	Both	\$60.82	\$62.04	\$63.28	\$64.54	\$65.83
5	520-17	Auditor	Both	\$61.28	\$62.51	\$63.76	\$65.03	\$66.33
6	520-8, 520-9, 520-11, 520-12, 520-13, 520-14, 520-21, 520-22	Financial Analyst	Both	\$63.07	\$64.33	\$65.62	\$66.93	\$68.27
7	520-17	Financial Analyst	Both	\$63.55	\$64.82	\$66.12	\$67.44	\$68.79
8	520-15	Inpatient Medical Records Coder	Both	\$54.53	\$55.62	\$56.73	\$57.87	\$59.03
9	520-15	Inpatient Records Coding, per chart	Both	\$17.73	\$18.08	\$18.45	\$18.82	\$19.19
10	520-8, 520-9, 520-11, 520-12, 520-13, 520-14, 520-21, 520-22	Junior Accountant	Both	\$52.19	\$53.23	\$54.30	\$55.38	\$56.49
11	520-17	Junior Accountant	Both	\$52.57	\$53.62	\$54.69	\$55.79	\$56.90
12	520-15	Medical Records Trainer/Auditor	Both	\$70.89	\$72.31	\$73.75	\$75.23	\$76.73
13	520-15	Outpatient Medical Records Coder	Both	\$54.53	\$55.62	\$56.73	\$57.87	\$59.03
14	520-15	Outpatient Records Coding, per chart	Both	\$8.29	\$8.46	\$8.62	\$8.80	\$8.97
15	520-8, 520-9, 520-11, 520-12, 520-13, 520-14, 520-21, 520-22	Project Manager	Both	\$93.20	\$95.06	\$96.97	\$98.90	\$100.88
16	520-17	Project Manager	Both	\$93.90	\$95.78	\$97.69	\$99.65	\$101.64
17	520-15	Quality Control Specialists	Both	\$76.34	\$77.87	\$79.42	\$81.01	\$82.63
18	520-8, 520-9, 520-11, 520-12, 520-13, 520-14, 520-21, 520-22	Senior Accountant/Supervisor	Both	\$73.64	\$75.11	\$76.62	\$78.15	\$79.71
19	520-17	Senior Accountant/Supervisor	Both	\$74.20	\$75.68	\$77.20	\$78.74	\$80.32
20	520-8, 520-9, 520-11, 520-12, 520-13, 520-14, 520-21, 520-22	Senior Auditor/Supervisor	Both	\$74.55	\$76.04	\$77.56	\$79.11	\$80.70
21	520-17	Senior Auditor/Supervisor	Both	\$75.11	\$76.61	\$78.14	\$79.71	\$81.30
22	520-8, 520-9, 520-11, 520-12, 520-13, 520-14, 520-21, 520-22	Staff Accountant	Both	\$59.16	\$60.34	\$61.55	\$62.78	\$64.04

Item	SIN	Awarded Labor Category	Site	4/27/2015 to 4/26/2016 Year 1	4/27/2016 to 4/26/2017 Year 2	4/27/2017 to 4/26/2018 Year 3	4/27/2018 to 4/26/2019 Year 4	4/27/2019 to 4/26/2020 Year 5
23	520-17	Staff Accountant	Both	\$59.62	\$60.81	\$62.03	\$63.27	\$64.53
24	520-8, 520-9, 520-11, 520-12, 520-13, 520-21, 520-22	Consultant III	Both	\$106.69	\$108.82	\$111.00	\$113.22	\$115.48
25	520-17	Consultant III	Both	\$107.49	\$109.64	\$111.83	\$114.07	\$116.35
26	520-8, 520-9, 520-11, 520-12, 520-13, 520-21, 520-22	Senior Executive Program Manager	Both	\$209.13	\$213.31	\$217.58	\$221.93	\$226.37
27	520-17	Senior Executive Program Manager	Both	\$210.71	\$214.92	\$219.22	\$223.61	\$228.08
28	520-8, 520-9, 520-11, 520-12, 520-13, 520-21, 520-22	Senior Project Lead	Both	\$138.87	\$141.65	\$144.48	\$147.37	\$150.32
29	520-17	Senior Project Lead	Both	\$139.92	\$142.72	\$145.57	\$148.48	\$151.45
30	520-8, 520-9, 520-11, 520-12, 520-13, 520-21, 520-22	Subject Matter Expert	Both	\$155.38	\$158.49	\$161.66	\$164.89	\$168.19
31	520-17	Subject Matter Expert	Both	\$156.56	\$159.69	\$162.89	\$166.14	\$169.47
32	520-8, 520-9, 520-11, 520-12, 520-13, 520-21, 520-22	Technical Specialists	Both	\$92.60	\$94.45	\$96.34	\$98.27	\$100.23
33	520-17	Technical Specialists	Both	\$93.31	\$95.18	\$97.08	\$99.02	\$101.00
34	874-1, 874-7	Principal	Both	\$181.36	\$184.99	\$188.69	\$192.46	\$196.31
35	874-1, 874-7	Senior Executive Management Consultant	Both	\$167.28	\$170.63	\$174.04	\$177.52	\$181.07
36	874-1, 874-7	Executive Management Consultant	Both	\$163.47	\$166.74	\$170.07	\$173.48	\$176.95
37	874-1, 874-7	Subject Matter Expert	Both	\$160.86	\$164.08	\$167.36	\$170.71	\$174.12
38	874-1, 874-7	Program Manager 3	Both	\$156.17	\$159.29	\$162.48	\$165.73	\$169.04
39	874-1, 874-7	Program Manager 2	Both	\$151.13	\$154.15	\$157.24	\$160.38	\$163.59
40	874-1, 874-7	Program Manager 1	Both	\$146.10	\$149.02	\$152.00	\$155.04	\$158.14
41	874-1, 874-7	Consultant 3	Both	\$112.23	\$114.47	\$116.76	\$119.10	\$121.48
42	874-1, 874-7	Consultant 2	Both	\$98.34	\$100.31	\$102.31	\$104.36	\$106.45
43	874-1, 874-7	Consultant 1	Both	\$90.68	\$92.49	\$94.34	\$96.23	\$98.15
44	874-1, 874-7	Analyst 3	Both	\$80.09	\$81.69	\$83.33	\$84.99	\$86.69
45	874-1, 874-7	Analyst 2	Both	\$78.04	\$79.60	\$81.19	\$82.82	\$84.47
46	874-1, 874-7	Analyst 1	Both	\$72.69	\$74.14	\$75.63	\$77.14	\$78.68
47	874-1, 874-7	Administrative 2	Both	\$46.24	\$47.16	\$48.11	\$49.07	\$50.05
48	874-1, 874-7	Administrative 1	Both	\$32.52	\$33.17	\$33.83	\$34.51	\$35.20

SIN	Service	Unit of Issue	GSA price including IFF
520-10	First Pre and Post Audit Motor Freight	% Commission Per Transaction	10%
520-10	First Pre and Post Audit Air Freight	% Commission Per Transaction	10%
520-10	First Pre and Post Audit Household Goods (Domestic)	% Commission Per Transaction	10%
520-10	First Pre and Post Audit Household Goods (Foreign)	% Commission Per Transaction	15%
520-10	First Pre and Post Audit Passenger Freight	% Commission Per Transaction	15%
520-10	First Pre and Post Audit Pipeline	% Commission Per Transaction	15%
520-10	First Pre and Post Audit Rail	% Commission Per Transaction	10%
520-10	First Pre and Post Audit Water	% Commission Per Transaction	10%
520-10	Reports	% Commission Per Transaction	\$5.04
520-10	First Pre and Post Audit Motor Freight	Rate Per Transaction	\$2.36
520-10	First Pre and Post Audit Air Freight	Rate Per Transaction	\$2.58
520-10	First Pre and Post Audit Household Goods (Domestic)	Rate Per Transaction	\$2.97
520-10	First Pre and Post Audit Household Goods (Foreign)	Rate Per Transaction	\$3.23
520-10	First Pre and Post Audit Passenger Freight	Rate Per Transaction	\$3.78
520-10	First Pre and Post Audit Pipeline	Rate Per Transaction	\$4.41

SIN	Service	Unit of Issue	GSA price including IFF
520-10	First Pre and Post Audit Rail	Rate Per Transaction	\$2.97
520-10	First Pre and Post Audit Water	Rate Per Transaction	\$3.23
520-10	Reports	Rate Per Transaction	\$5.04
520-10	Second Pre and Post Audit Motor Freight	% Commission Per Transaction	25%
520-10	Second Pre and Post Audit Air Freight	% Commission Per Transaction	25%
520-10	Second Pre and Post Audit Household Goods (Domestic)	% Commission Per Transaction	25%
520-10	Second Pre and Post Audit Household Goods (Foreign)	% Commission Per Transaction	25%
520-10	Second Pre and Post Audit Passenger Freight	% Commission Per Transaction	25%
520-10	Second Pre and Post Audit Pipeline	% Commission Per Transaction	25%
520-10	Second Pre and Post Audit Rail	% Commission Per Transaction	25%
520-10	Second Pre and Post Audit Water	% Commission Per Transaction	25%
520-10	Reports	% Commission Per Transaction	\$5.04
520-10	Second Pre and Post Audit Motor Freight	Rate Per Transaction	\$2.36
520-10	Second Pre and Post Audit Air Freight	Rate Per Transaction	\$2.58

SIN	Service	Unit of Issue	GSA price including IFF
520-10	Second Pre and Post Audit Household Goods (Domestic)	Rate Per Transaction	\$2.97
520-10	Second Pre and Post Audit Household Goods (Foreign)	Rate Per Transaction	\$3.23
520-10	Second Pre and Post Audit Passenger Freight	Rate Per Transaction	\$3.78
520-10	Second Pre and Post Audit Pipeline	Rate Per Transaction	\$4.41
520-10	Second Pre and Post Audit Rail	Rate Per Transaction	\$2.97
520-10	Second Pre and Post Audit Water	Rate Per Transaction	\$3.23
520-10	Reports	Rate Per Transaction	\$5.04

Service Contract Act: The Service Contract Act (SCA) is applicable to this contract as it applies to the entire Professional Services Schedule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the contractor adds SCA labor categories / employees to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

Labor Category	Description
Principal	<p>Functional responsibilities: Provides expert technical and strategic leadership, has final authority in the conduct of all engagements and full responsibility for all work performed.</p> <p>Minimum years of experience/Minimum educational/degree requirements: MS/MA and over 15 years of experience.</p>
Senior Executive Management Consultant	<p>Functional responsibilities: Provides technical and managerial guidance and direction for problem definition, analysis and implementation of complex projects and programs. Responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of contractual items.</p> <p>Minimum years of experience/Minimum educational/degree requirements: MS/MA and over 10 years of experience</p>
Executive Management Consultant	<p>Functional responsibilities: Directs the performance of work and provides technical expertise to a variety of related projects which may be organized by technology, program or client. Oversees the technology development, application and resource allocation within program client base. Responsible for the effective management of funds and personnel and is accountable for the quality and timely delivery of contractual items.</p> <p>Minimum years of experience/Minimum educational/degree requirements: MS/MA and over 8 years of experience</p>
Subject Matter Expert	<p>Functional responsibilities: Individual who provides specialized expertise in specific field. Develops articulates complete business process solution and functions as a senior contributor. Applies a set of disciplines for planning, analysis and design of a business process.</p> <p>Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 10 years of experience</p>

Program Manager 3	<p>Functional responsibilities: Individual is responsible for all aspects of the development and implementation of assigned project and provides a single point of contact for the project. Takes project from original concept through final implementation. Able to assist in, support, or provide acquisition and contract management efforts. Interfaces with all areas affected by the project including end users, computer services, and client services. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solution of challenges that will achieve project target results.</p> <p>Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 7 years of experience</p>
Program Manager 2	<p>Functional responsibilities: Individual is responsible for all aspects of the development and implementation of assigned project and provides a single point of contact for the project. Interfaces with all areas affected by the project including end users, computer services, and client services. Able to assist in, support, or provide acquisition and contract management efforts. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports. Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Manages the integration of vendor tasks and tracks and reviews vendor deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solution of challenges that will achieve project target results.</p> <p>Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 5 years of experience</p>
Program Manager 1	<p>Functional responsibilities: Individual is responsible for all aspects of the development and implementation of assigned project and provides a single point of contact for the project. Interfaces with all areas affected by the project including end users, computer services, and client services. Able to assist in, support, or provide acquisition and contract management efforts. Defines project scope and objectives. Develops detailed work plans, schedules, project estimates, resource plans, and status reports.</p>

	<p>Conducts project meetings and is responsible for project tracking and analysis. Ensures adherence to quality standards and reviews project deliverables. Provides technical and analytical guidance to project team. Recommends and takes action to direct the analysis and solution of challenges that will achieve project target results.</p> <p>Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 3 years of experience</p>
Consultant 3	<p>Functional responsibilities: Plans and designs projects tasks. Develops or directs the development of findings, draws conclusions, and develops recommendations. Ensures that projects are completed in a timely manner within budget.</p> <p>Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 4 years of experience</p>
Consultant 2	<p>Functional responsibilities: Develops detailed project and test plans and procedures Interfaces with the client on a day –to- day basis. Assists in defining and executing technical tasks performs analysis and devises feasible solutions, supports the completion of project specific tasks within timeframes and budget.</p> <p>Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 3 years of experience</p>
Consultant 1	<p>Functional responsibilities: Interfaces with the client on a day –to- day basis. Assists in defining and executing technical analysis and devising feasible solutions, supports the completion of project specific tasks within timeframes and budget constraints.</p> <p>Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 2 years of experience</p>
Analyst 3	<p>Functional responsibilities: Provides technical and execution project support of a broad nature and guides and advises less experienced analysts.</p> <p>Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 4 years of experience</p>
Analyst 2	<p>Functional responsibilities: Performs project execution tasks, assists with project documentation, project schedules and planning. Guides and advises less-experienced analysts.</p>

	Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 3 years of experience
Analyst 1	Functional responsibilities: Has the ability to operate effectively in a demanding team environment. Possess excellent communication skills, strong interpersonal skills flexibility and a high degree of demonstrated professionalism. Conducts research and analysis of data to determine relevant issues. Minimum years of experience/Minimum educational/degree requirements: BS/BA or equivalent and 1 year of experience
Administrative Support Specialist 2	Functional responsibilities: Administrative specialist support subject matter experts, consultants and other client specialists in the coordination and completion of any MOBIS effort. Minimum years of experience/Minimum educational/degree requirements: High school diploma or equivalent and 3 or more years of general experience and must have demonstrated MS Office Suite experience.
Administrative Support Specialist 1	Functional responsibilities: Administrative specialist support subject matter experts, consultants and other client specialists in the coordination and completion of any MOBIS effort. Minimum years of experience/Minimum educational/degree requirements High school diploma or equivalent and 1-2 years general administrative experience and must have demonstrated MS Office Suite experience.



Labor Category Descriptions

Administrative Support

Minimum Education: Associates Degree, some college level courses or technical training.

Minimum Education: Some level of general business or administrative experience.

Functional Requirements: Provides general computer, financial, word-processing, graphics and other administrative support directly to project teams as necessary.

Auditor

Minimum Education: Minimum Requirement - Bachelors Degree in accounting, business, operations research, management, computer science, or related discipline with sufficient credits to meet Certified Public Accountant licensing qualifications.

Minimum Experience: 4 years of related work experience. Must have working knowledge of Sarbanes-Oxley Section 404 Compliance and Audit Procedures, CFO Act 1990, OMB Regulations, GAAP, FASAB and fraud examination experience.

Functional Responsibility: Performs the individual work plan tasks under the direct supervision of the Senior Auditor, Task Leader, or Project Manager. Examines and analyzes accounting documents to verify accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Prepares working papers and supporting documentation to demonstrate the results of procedures. Applies principles of accounting to analyze financial information and prepare financial reports by performing the following duties. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Performs statistical analyses to determine trends, estimates, and significant changes, and writes narrative reports explaining findings. Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize and interpret current and projected company financial position for other managers. Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement. Determines proper accounting classification of financial transactions. Monitors compliance with generally accepted accounting principles and agency procedures. Reviews, investigates, and corrects errors and inconsistencies in financial entries, documents, and reports. Installs, modifies, documents, and coordinates implementation of accounting systems and accounting control procedures. Devises and implements system for general accounting. Make recommendations regarding the accounting reserves, assets, and expenditures. Conducts studies and submits recommendations for improving the organization operation. Provides audit training.

Consultant III

Minimum Education: Bachelors Degree in accounting, business, operations research, management, computer science, or related discipline.

Minimum Experience: 5 years of experience in business or consulting environment

Functional Responsibility: Directs and manages day-to-day activities, assist in identifying problems, develops recommendations and implements corrective actions. Analyzes and makes decisions on specific tasks requirements, assign and review subordinate tasks. Develops project plans and ensures that deliverables are executed in a timely manner within budget. Monitors and tracks specific project milestones.

Financial Analyst

Minimum Education: Bachelors Degree in accounting, business, operations research, management, computer science, or related discipline.

Minimum Experience: 2 years of applicable financial or business consulting experience.

Functional Requirements: Analyzes existing accounting operations and recommends system and operational improvements. Processes assessments of financial systems in order to identify inefficiencies



and measure the integrity of the data. Examines recovery reviews and audit findings for compliance with agency standards, policies, and procedures. Assists in the development of budget and cost controls, financial analysis, accounting/operational procedures, new reporting formats and pro-forma financial statements. Organizes and prepares audit schedules. Prepares budget reviews of grants applications. Classifies cost as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Provide grants management, and close-out services. Ensures that all deliverables are in compliance with the statement of work.

Junior Accountant

Minimum Education: Associates Degree in accounting or applicable accounting and financial experience and training.

Minimum Experience: 2 years of experience in generally accepted accounting principles and standards, accounting policy and practices, or financial management.

Functional Responsibility: Performs accounting and account reconciliation tasks. These areas could encompass virtually any part of the entity's general ledger/accounting system. Additionally, accountants are trained in the auditing of financial statements and the various aspects related to auditing an entity's books and records. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Conducts survey of operations to ascertain needs of organization. Designs and executes administrative and financial systems process improvements. Devises forms and prepares manuals required to guide accounting activities. Reviews chart of accounts and transaction flows. Supports operational assessments of general ledger subsystems and the supporting managerial/cost accounting procedures; assists with implementing internal accounting systems control improvements. Participates in analyzing indirect costs and computes adjusted overhead rate structures. Documents status of funds and accounts in accordance with applicable Federal reporting requirements. Assists in resolving audit findings and implementing audit recommendations.

Project Manager

Minimum Education: Bachelors Degree in accounting, business, operations research, management, computer science, or related discipline. Completed the CGFM Course or equivalent experience.

Minimum Experience: 8 years of applicable financial or business consulting experience, including substantial experience in project management.

Functional Responsibility: Performs the day-to-day management of the overall contract support operations. Consults with Contracting Officer's Technical Representative (COTR) and other government project office personnel to minimize costs and maximize efficiency in achieving requirements stated in the contract. Leads the planning, organizing, and control efforts of the overall activities of the task, i.e., task management, technical work, quality of work, schedule, and cost associated with various orders issued under the contract. Ensures that all activities conform to the terms and conditions of the contract and ordering procedures. Provides guidance to project team and management in directing the development of new applications and formulating contingency plans in areas such as schedule revisions, manpower adjustments, fund allocations, and work requirements. Provides guidance in strategic systems planning to project team and/or the customer team. May be responsible for preparing incoming management for transition from implementation to business operating stage. Capability to manage multitask projects of high complexity.

Senior Accountant

Minimum Education: Bachelors Degree in accounting, business, operations research, management, computer science, or related discipline. Holds a four-year degree in accounting with sufficient credits to meet Certified Public Accountant licensing qualifications, CPA optional.

Minimum Experience: 4 years total work experience in accounting/auditing; Possess a thorough knowledge of Federal financial and accounting policies, standards, and systems requirements, such as the CFO Act 1990, OMB Regulations, GAAP, FASAB and working knowledge of Sarbanes-Oxley Section 404 Compliance and Audit Procedures. Must demonstrate experience in working with multi-year/no-year



appropriations and differing appropriations, must have a thorough understanding of budgetary and proprietary accounting principles and some Forensic accounting experience.

Functional Responsibility: Establish, interprets and analyzes complex accounting financial statement records. These may include general accounting, costing or budget data. Examines, analyzes and interprets accounting records for management. Supervises and directs the efforts of staff in the performance of procedures as specified in the project plan. Exercises supervisory control over field personnel and reviews work products prepared during the conduct of the engagement for proper documentation. Has a complete understanding of GAAP and Statutory accounting principles. Has the ability to develop accounting and audit user training manuals and desk top procedures.

Staff Accountant

Minimum Education: Bachelors Degree in accounting, business, operations research, management, computer science, or related discipline with sufficient credits to meet Certified Public Accountant licensing qualifications.

Minimum Experience: 4 years of related work experience. Must have working knowledge of Federal Financial Regulations.

Functional Responsibility: Examines and analyzes accounting documents to verify the accuracy of computations and uniform application of policies, procedures, and acceptable accounting standards. Determines proper accounting classification of financial transactions. Reconciles trial balances and prepares pro forma financial statements. Classifies costs as direct or indirect, analyze provisional rate structure based on actual costs, compute final rates and negotiates indirect rates. Monitors compliance with generally accepted accounting principles and agency procedures. Assist the senior accountant in performing the more critical test procedures. Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Performs statistical analyses to determine trends, estimates, and significant changes. Has the ability to communicate solutions effectively both orally and in writing.

Senior Executive Program Manger

Minimum Education: Bachelors Degree in accounting, business, management, computer science, or related discipline.

Minimum Experience: 10 years of significant project management or strategic planning, cost estimating, risk management, and operations research. Experience should include managing large and complex operations with multi- functional teams. Specialized experience in project development, expertise in management and control of funds and resources and demonstrated capability in managing multiple engagements.

Functional Responsibility: Manages the program and ensures that all tasks are completed on-time and within budget. Responsible for maintaining relationship with customer to ensure customer satisfaction. Responsible for quality control, supervision of teams at multiple locations and resolution of significant issues. Also responsible for the overall contract management and providing the technical and managerial skills to ensure that all products and deliverables meet the client's requirement. Organizes, directs and coordinates the planning and production of all contract support activities. Demonstrates written and oral communication skills. Has authority and responsibility to identify and commit resources required to support engagement. Establishes and alters (as necessary) corporate management structure to direct effective contract support activities. Crafts and enforces quality control programs.

Senior Project Lead

Minimum Education: Bachelors Degree in accounting, business, operations research, management, computer science, or related discipline.

Minimum Experience: 8 years of applicable experience including 4 years of progressive increasing responsibility.

Functional Responsibility: Develops detailed project and test plans, goals, milestones and procedures, interfaces with the client on a day to day basis. Assists in defining and executing technical tasks,



performs analysis and devises feasible solutions, supports the completion of project specific tasks within timeframes and budget. Has management and technical oversight responsibility for interpreting, organizing, executing and coordinating all aspects within broad objectives and limits. Assigned as leader, decision maker, and single point-of-contact on a moderately complex task or project or those that will require moderately significant interaction of various management or financial disciplines. Provides administrative and management direction to all personnel. Leads interdisciplinary teams with responsibility for project performance. Develops project quality control processes and procedures. Prepares briefings and other materials and presents these to client staff

Subject Matter Expert

Minimum Education: Bachelors Degree in accounting, business, information technology, management, computer science, or related discipline.

Minimum Experience: 8 years of applicable experience in financial or consulting environment.

Functional Responsibility: Responsible for business and technical execution of large, complex projects. Assists in developing programs and implementing creative and innovative solutions to the client's financial or system related issues or challenges. Researches and analyzes client requirements. Applies expert knowledge to determine the accuracy and reasonableness of a financial or system related solution. Documents and summarizes the results and develops and recommends creative and innovative solutions to the client's financial-related issues or challenges. May lead or manage teams to develop and implement programs impacting financial or system related operations or work in support of teams or independently directly supporting the client.

Technical Specialists

Minimum Education: Bachelors Degree in accounting, business, operations research, management, computer science, or related discipline.

Minimum Experience: 5 years of experience

Functional Responsibility: Interfaces with the client on a day –to- day basis Serves as the lead analyst on large, technically complex projects. May be responsible for integrating results from multiple subtasks. Can provide guidance on the accurate recording of complex transactions, applying appropriate techniques according to regulations. Possess the ability to assess operational weaknesses, perform process improvement analysis, and craft corrective solutions. Is able to assess products and or procedures for compliance with government standards, internal controls, and multi-tiered system application standards.

Labor Category Descriptions SIN(s) 520 15

Outpatient Medical Records Coder

Functional Responsibility: Responsible for retrieving medical records documentation from a location designated by the Government or as specified in a site specific task order.

Responsible for assignment of accurate Evaluation and Management (E&M) codes, ICD-9 diagnoses, current procedural terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS), modifiers and quantities derived from medical record documentation (paper or electronic) for outpatient visits and ambulatory procedure visits.

Minimum Experience: 3 years of experience is required. Knowledge of anatomy/physiology and disease process, medical terminology, coding guidelines (outpatient), documentation requirements, familiarity with medications and reimbursement guidelines; and encoder experience. Candidate must have ability to handle multiple projects and appropriately prioritize tasks to meet deadlines.

Minimum Education: High school diploma or GED certificate. Registered Health Information Technologist (RHIT) or Registered Health Information Administrator (RHIA) is preferred. Certified Professional Coder (CPC) CCS-P (Certified Coder Specialist – Physician (CCS-P) are acceptable for outpatient medical



coders as long as candidate has a minimum of three year experience in the outpatient setting (physician's office or ambulatory care centers).

Inpatient Medical Records Coder

Functional responsibility: Responsible for retrieving inpatient charts from a designated location. Assemble record and ensure that all information is contained in the record and assembled correctly. Analyze the record to determine the appropriate documents needed for accurate coding. Responsible for assignment of accurate Evaluation and Management (E&M) codes, ICD-9 diagnoses, current procedural terminology (CPT) and Healthcare Common Procedure Coding System (HCPCS), modifiers and quantities derived from medical record documentation (paper or electronic) for inpatient visits.

Minimum Experience : 3 years of experience is required. Knowledge of anatomy/physiology and disease process, medical terminology, coding guidelines (inpatient), documentation requirements, familiarity with medications and reimbursement guidelines; and encoder experience. Candidate must have ability to handle multiple projects and appropriately prioritize tasks to meet deadlines.

Minimum Education: High school diploma or GED certificate. Registered Health Information Technologist (RHIT) or Registered Health Information Administrator (RHIA) is preferred. Certified Professional Coder (CPC) CCS-P.

Medical Records Trainer/Auditor

Functional responsibility: Responsible for conducting coding compliance audits and inpatient and outpatient coding reviews. Ensure accurate and complete documentation through compliance and encounter audits and clinician feedback. Provide documentation feedback to clinicians from E&M, CPT and ICD9 audits conducted by EIO auditors using all state/federal and 3rd party payer regulatory standards for both inpatient and outpatient activity.

Utilize auditing tools, conduct concurrent and retrospective audits of documentation supporting E/M, CPT and ICD9 codes assigned by government or clinical staff. Research correct coding practices in relationship to applicable rules, regulations and coding conventions for billing to determine compliance with Federal, State and Local regulations. Work with Medical Center auditing teams to ensure compliance with Federal, State and MRS requirements that applies to HIPAA. Work with Coders to address operational processes that hinder encounter data capture. Collaborate in the development and execution of local audit and training plans.

Minimum Experience: 3 years of Current Procedural Terminology (CPT), International Statistical Classification of Diseases Evaluation and Management (ICD9 & E&M) Coding Experience is required. Proficient in the use of CPT, ICD9 and HCPCS Coding Principles in an acute environment. Demonstrated experience conducting Medical Record Audits and ability to interpret and apply Federal and State regulations, coding, and billing requirements. Comprehensive knowledge of Medical Diagnostic and procedural terminology is required.

Demonstrated ability to constructively and sensitively provide feedback to providers and medical center leadership regarding federal and state coding, medical documentation and compliance guidelines, audit results and risk areas.

Minimum Education: High school diploma or GED. Certification in one of the following: Registered Health Information Administrator (RHIA), Registered Health Information Technician (RHIT), Certified Professional Coder (CPC) CCS-P, with five years of applied experience BS (Business Administration, Health Care, Public Health, Finance, Business Medical Records Technology) or equivalent experience;

Quality Control Specialists

Functional responsibility: Responsible for implementing a program of reporting, tracking, and analyzing key software metrics; monitors quality procedures; and provides support for technical advisory and assistance services. Perform work toward defined project objectives. Develops work plans and project internal controls. As a member of the project team, works within general supervisory guidelines and controls. Responsible for analysis of problems requiring application of a broad spectrum of the knowledge. Accomplishes data gathering and analysis in



GMG MANAGEMENT CONSULTING, INC.

assigned area of responsibility. Prepares studies, plans, and analyses in support of the delivery order.

Minimum Experience: 5 years of experience in quality control/quality assurance management. This experience shall include implementing a program of reporting, tracking, and analyzing key metrics, monitoring quality procedures, and support for technical advisory and assistance services.

Minimum Education: High school diploma or GED certificate.